

Title: HR Intern
 Reporting to: Officer in charge of Ganyiel Area Office
 Location: Panyijar
 Advert running from: 18th July 2023
 Closing Date 4th August 2023

THIS IS A NON-RELOCATABLE POSITION

Assignment

The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization's human resource department

Chain of Command
 Under the authority of:
 Officer in charge of Ganyiel Area
 for:

Responsible

Working Relations
 Internal:
 HR Department in Juba
 Projects Officers
 Cross-cutting departments staff
 External:
 Donors
 National Authorities
 National and International Partners (including working groups and coordination bodies)



Background

HI has been operating in South Sudan since 2006, implementing humanitarian and development actions aimed at promoting the rights, safety and quality of life of vulnerable populations, particularly persons with disabilities, mental health problems and functional limitations across the country. HI's current portfolio adopts an integrated and multi-sectoral approach which includes interventions centred on MHPSS, Protection, Functional Rehabilitation and livelihoods with disability inclusion a cross-cutting theme across all programmes. In 2021, HI will continue to implement interventions in these areas, whilst transitioning to post-emergency and recovery programming.

Missions / Responsibilities

- 1) Maintains accurate and up-to-date human resource files, records, and documentation.
- 2) Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- 3) Maintains the integrity and confidentiality of human resource files and records.
- 4) Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- 5) Provides clerical support to the HR department.
- 6) May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- 7) Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- 8) Conducts or assists with new hire orientation.



Vacancy Announcement

- 9) Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
10) Performs other duties as assigned.

Other skills

Academic Qualifications Required for position

- Certificate or Diploma in Human resource management, international relation or any related field required.
- Prior related office experience preferred.

Other Professional Qualifications Required for Position

- Able to communicate in English
- Fluent in Nuer and local Arabic languages

Work Experience Required for position

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Prolonged periods of sitting at a desk and working on a computer.



HOW TO APPLY

Application submission

An interested applicant is required to submit his/her application to Humanity & Inclusion Ganyel area Office, Block II, around airstrip within the compound of Coalition for Humanity not later than 4th August 2023.

This is a National recruitment

Humanity and Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.

